

CORRECTED COPY



DEPARTMENTS OF THE ARMY AND AIR FORCE JOINT FORCE HEADQUARTERS - MONTANA

P.O. Box 4789 (1956 Mt Majo Street)
Fort Harrison, Montana 59636-4789

MONTANA NATIONAL GUARD Full-Time Duty Operational Support (FTNGDOS) Job Announcement Job Announcement #: CD 22-04

OPENING DATE: 20 January 2022
POSITION: Counterdrug Coordinator
DUTY MOS: Immaterial
MIN GRADE: O-3

CLOSING DATE: 7 February 2022

MAX GRADE: O-4

ORGANIZATION: Montana Counterdrug Joint Task Force
LOCATION: Fort Harrison, Montana
SELECTING OFFICIAL: COL Michael Moreni
POINT OF CONTACT FOR DUTY DESCRIPTION: COL Michael Moreni (406) 324-3218 or
michael.k.moreni.mil@army.mil

PROJECTED LENGTH OF DUTY: Indefinite. Orders FY-to-FY, dependent upon availability of funds.

THIS ASSIGNMENT, IF SELECTED, DOES NOT CONSTITUTE ENTRY INTO THE TITLE 32 AGR PROGRAM, NOR WILL YOU BE CATEGORIZED AS AN ON BOARD AGR.

JOB DESCRIPTION:

Direct, administer, organize, and manage Montana's Counterdrug Program (CDP); ensure all NG Service members perform only those CD activities approved and within the State Plan. Coordinate with the appropriate offices to develop the State Plan and submit for approval and execute all appropriately approved CD activities supporting LEAs and Community Based Organizations. Build, maintain, and oversee CDP relationships with LEAs and CBOs. Manage and oversee all State CD funds; and coordinate with the State United States Property and Fiscal Officer (USPFO), Wing Comptroller, and NGB-J32 as needed. Ensure timely and accurate entry of all CD administrative and mission related data into Full Time Support Management Control System (FTSMCS).

PERSONNEL ELIGIBLE FOR CONSIDERATION:

This position is open to members of the Montana National Guard. Applications will be screened against the criteria stated in the CNGBM 3100.01, National Guard Counterdrug Support and NGB-ARH Policy Memo #16-020 Guidance for Full-Time National Guard Duty Counter-Drug (FTNGD-CD) Program. Applicants must meet requirements as of the closing date of the announcement.

- a. This is a gender-neutral position.
- b. Minimum grade to apply is O-3.
- c. Must have completed IET (Initial Entry Training).
- d. Cannot be flagged for favorable action.
- e. Must have at least a 6-month service obligation.
- f. Must have a minimum of an SECRET Security Clearance (Memo from G2/A2 required).
- g. Service Members must not have more than 17 years of Active Duty service in any branch in order to apply.
- h. Must live in MT within 30 miles of Duty Station. PCS may be authorized.
- i. Must have a valid driver's license.
- j. Must be able to qualify for a Government Travel Card.

PLACEMENT FACTORS:

- a. Understanding of Counterdrug mission sets, and be familiar with PPOM #16-020 and CNGBI 3100.01 (National Guard Counterdrug Support).
- b. Must be self-motivated and able to operate professionally with little or no supervision.
- c. Intermediate to advanced level of experience and training with Windows, PowerPoint, Excel, Word, Databases etc.
- d. Must be able to maintain confidentiality of analytical support.

CORRECTED COPY

- e. Excellent written and oral communication skills.

REQUIRED NOTIFICATION FOR APPLICANTS PRIOR TO ENTRY ON FTNGD-CD DUTY (non-waivable):

- a. Commander's endorsement and certification of good standing in unit.
- b. Must meet service-specific physical fitness requirements.
- c. Must submit to a CD Program entry urinalysis and are subject to periodic urinalysis while on active duty (in addition to unit urinalysis requirements).
- d. Mandatory attendance at all IDT, UTA, and Annual Training.
- e. Mandatory criminal records checks and/or security screening for applicants to serve in LEA offices or in positions in which law enforcement sensitive information or operational plans are handled. Failure to pass the necessary criminal records check and security screenings may result in member removal from FTNGD-CD orders
- f. Standards of Conduct for NG Service members are required:
 - To comply with military standards of personal appearance and conduct while on FTNGD-CD.
 - To receive CDC approval to engage in outside employment and/or associations that may conflict with LEA detail
- g. Weapons and Law Enforcement Commissions: Law Enforcement Commissions must be entered into a Leave of Absence in order to be employed with CDJTF. CDJTF members may not perform any law enforcement duties or represent themselves as law enforcement officers or agents. CDJTF members may not carry weapons in the performance of CDJTF duties.

APPLICATION WILL CONSIST OF THE FOLLOWING:

- a. Letter of intent indicating the Job Vacancy Announcement # you are applying for.
- b. DA Form 1058 SEP 2017 completed and signed
- c. Commander's Recommendation
- d. Signed DD Form 369 Police Records Check, APR 2019
- e. MEDPROS, Individual Medical Readiness (IMR) or Airman's Preventive Health Assessment and Individual Medical Readiness Status printout from the AF portal within the last 30 days,
- f. Selection Board Record Brief (ERB/SRB)
- g. Copy of most recent DA Form 705 or Record of Individual Fitness
- h. Current height and weight statement (Army only); Must meet standards established in AR 600-9; If screening table weight is exceeded, a Body Fat Content Worksheet (DA Form 5500-R for males or DA Form 5501-R for females) must also be included with the application
- i. Copy of temporary profile if applicable
- j. NGB Form 23B, RPAM statement, or complete MPF printout with point summary
- k. Resume or Biographical Sketch to include level of education and detailed work experience
- l. Last three (3) Officer Evaluation Reports, or Officer Performance Report
- m. Missing and/or expired documents should be addressed in a brief detailed statement on a Memorandum for Record (MFR).
- n. Unsolicited documentation, to include Letters of Recommendation, will not be forwarded with your packet.

INSTRUCTIONS FOR SUBMITTING APPLICATION:

Emailed packets are preferred. Excess documentation will be removed. Service Members who fail to comply with these procedures will be notified in memorandum format. Incomplete or late application packets will not be forwarded to the Selecting Official. Application packets become the property of the MTARNG and will not be returned. The point of contact for the application process is CW2 Benson who can be reached at 406-324-3248 or david.l.benson40.mil@army.mil. Application packets may be:

- a. **Hand-carried** and must be received by the HRO, AGR Branch no later than 1630 hrs on the closing date.
- b. **Mailed** and must be received by HRO-A no later than 1630 hrs on the closing date.
Mail to: JFHQ- MT, ATTN: NGMT-HRO-AGR, 1956 Mt Majo Street, P.O. Box 4789, Fort Harrison, MT 59636-4789

CORRECTED COPY

- C. **E-mailed** and must be in PDF format in no more than two attachments. Any other document format (i.e. TIFF, JPG, DOC, XFDL, etc.) will not be processed. If you are unable to meet this requirement, submit in accordance with a. or b. above. Emailed applications must be received prior to 2400 hrs Mountain Standard Time on the closing date.
Email to: ng.mt.mtarng.list.j1-agr-applications@army.mil.

SELECTION PROCESS: After interviews are conducted, the Selecting Official rates applicants in order of precedence and forwards the rating chart to HRO-A. Upon approval, official notification of selection or non-selection will be made by HRO-A.

CONDITIONS OF ACCEPTING THE POSITION:

- a. Soldier must be willing to live within established commuting distance and work at specified location. Permanent Change of Station (PCS) expenses may be authorized for this position.
- b. *Females*, pregnancy testing with negative result is required within 15 days of orders.
- c. Cannot have any outstanding medical issues that require follow-up which may include temporary profiles.
- d. In accordance with Army Directive 2018-16, the selected applicant may undergo in-depth background investigations and a behavior health interview.

EQUAL OPPORTUNITY: The Montana National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factor.

////////////////////////////////////
\\ HQ MTNG //
\\ OFFICIAL //
////////////////////////////////////
TIMOTHY G. CROWE
COL, MTANG
Human Resources Officer